



### Termination:

- ✓ **Cover Letter** - describing the reason for termination
- ✓ **DSS 5015** – Foster Care Facility License Action Request, check Termination at the top of the form
- ✓ **DSS 5157** – Foster Home Relicense, Termination and Change Request Application, complete the Part II of this form
  - ✓ Termination is a mutual agreement between the agency and the foster parent
  - ✓ Signatures – this form must be signed by at least one foster parent, social worker, and the agency head or his /her designee
  - ✓ If a foster parent signature is not provided, reason must be indicated on the 5157

### Revocation:

- ✓ **Cover Letter** – briefly document your request
- ✓ **DSS 5015** - Foster Care Facility License Action Request, check Revoke at the top of the form
- ✓ **DSS-5279** Request for Revocation of a Foster Home License
  - ✓ Complete this form where applicable
  - ✓ If CPS substantiation is involved, attach a copy of the CPS Case Decision Summary if available.
  - ✓ Provide evidentiary information to support and validate revocation request
  - ✓ All Signatures requested are required

### *Things to remember:*

- ✓ Do not fax documents without prior approval
- ✓ Revocation is an adverse action. Foster parents have the right to appeal a revocation decision.